

STATEWIDE RFA TECHNICAL ASSISTANCE CALLS
MEETING MINUTES
October 4, 2017
Time: 1:30 pm – 2:30 pm
Location: Conference Call
Call-In: 877-873-8017 Code: 5396369

County TA Questions	CDSS Response	Action Item
1) State Adoptions is asking for criminal background information in order to conduct the psychosocial assessment...what criminal history can be shared with/released to partner agencies?	A summary of the criminal information obtained from the Criminal Offender Record Information (CORI) may be provided to the partner agency, however, the actual CORI document shall not be shared in any instance.	None.
2) How do we proceed once we receive a request from another county to conduct an emergency placement or the RFA process for a relative or nonrelative extended family member (NREFM)?	On the RFA website you will find the Out of County Protocol and the Out of County Assessment Request form needed to formalize the request. The Protocol details the steps the sending and the host counties shall follow to process. An All County Information Notice (ACIN) is currently being written and is scheduled for release in November.	None.
3) Which county is responsible for conversion when the existing Relative/NREFM Approval was conducted by the placing agency in another county? Does County of residence conduct the conversion?	ACL 17-16 states the county who complete the relative/NREFM approval should complete the conversion of the family as they have the background check information. The approval of the family can then be transferred to the county of residence. Version 5 will have additional guidance on the transfer of the case file.	None.
4) Does CDSS have a Written Report checklist that supervisors can use to ensure that the Written Report contains all the required elements?	No, CDSS does not have a checklist as described. However, a County commented that they have designed their Written Report to conform to the requirements specified in the Written Report. Additionally, you may	None.

	want to refer to the draft RFA-05 posted to the CDSS RFA website for guidance.	
5) What is the status of online Foster Parent College?	The contract is currently awaiting finalization at General Services Administration (GSA). <u>Update 10/19</u> : The contract has been finalized and an ACIN should be released soon.	None.
6) Once the adoption is going towards finalization what documents from the Resource Family file may be shared with the child's worker, i.e., divorce decrees, marriage licenses?	In general, the Resource Family file documents may be shared with the child's worker in order for the adoption to be finalized. Best practice is for the worker to obtain a consent from the Resource Family.	None.

Updates/Announcements:

- The October Technical Assistance Resource Family Approval (TARFA) meetings have been scheduled. For specific dates and location, please contact your county RFA liaison or the RFA Mailbox at RFA@dss.ca.gov.

Next Meeting: November 1, 2017, 1:30 pm – 2:30 pm